



COMMONWEALTH OF KENTUCKY JOB CLASS SPECIFICATION

DOCUMENT PROCESSING SPECIALIST III

Job Number: 20001872

Job Code: 97420V000101

Job Group: 9700 - INFORMATION MANAGEMENT SUPPORT

Job Established: 08/16/1999

Job Revised: 02/24/2006

Grade: 10 Salary (MIN - MID):

\$12,345-\$16,355 - Hourly

\$2,006.08-\$2,657.70 - 37.5 Hr. Monthly Salary

\$2,139.80-\$2,834.88 - 40 Hr. Monthly Salary

Special Entrance Rate:

NONE

NONE

NONE

PROBATIONARY PERIOD:

This job has an initial and promotional probationary period of 6 months. For additional information refer to: <http://www.lrc.ky.gov/kar/101/001/325.htm>.

CHARACTERISTICS OF THE JOB: *Characteristics of a job are general statements indicating the level of responsibility and discretion of positions in that job classification. These are not intended to be an exhaustive list.*

Serves as a lead worker and performs functional supervision to ensure proper processing required to process tax, retirement or other government documents. Prepares documents for imaging by identifying and grouping various form types. Operates computer assisted scanning/ imaging and encoding equipment. Uses PC to properly index scanned documents for document storage and retrieval. Verifies indexing data. Provides assistance to other document processing team members resolving problems relating to forms identification, document grouping, mail extraction and sorting. Maintains detailed production reports; and performs other duties as required.

MINIMUM REQUIREMENTS:

EDUCATION:

High school graduate.

EXPERIENCE:

Must have four years of clerical, administrative, accounting or tax document processing experience including two years of automated document processing experience.

Substitute EDUCATION for EXPERIENCE:

Additional education will substitute for the required experience on a year-for-year basis.

Substitute EXPERIENCE for EDUCATION:

NONE

SPECIAL REQUIREMENTS (AGE, LICENSURE, REGULATION, ETC.):

NONE

EXAMPLES OF DUTIES OR RESPONSIBILITIES OF THE JOB CLASSIFICATION: *Examples of duties or responsibilities are not to be construed as describing what the duties or responsibilities of any position shall be and are not to be construed as limiting the appointing authority's ability to assign, or otherwise alter the duties and responsibilities of a position. This is not intended to be an exhaustive list.*

Ensures the proper arrangement of documents and remittances to ensure proper processing on equipment. Identifies and corrects sorting errors. Operates computer assisted scanning/imaging and encoding equipment. Reviews incoming documents for accuracy and completeness and route documents to distribute workload. Uses PC to properly index scanned documents for document storage and retrieval. Reviews documents to ensure that information submitted is correct. Corrects information as necessary. Assists other employees on the team with processing problems. Maintains detailed production reports. Sort documents by document types and/or other information. Verifies indexing information. Provides assistance to other document processing team members resolving problems relating to forms identification, document grouping, mail extraction and sorting. Supervises functional area within the document processing section.

UNIQUE PHYSICAL REQUIREMENTS:

TYPICAL WORKING CONDITIONS: *Incumbents in the job will typically perform their job duties under these conditions.*

Incumbents working in this job title primarily perform work in a document processing center.

ADDITIONAL REQUIREMENTS:

Upon appointment, employees in this class may be required to maintain a valid driver's license and required to drive a licensed vehicle. This status may be necessary for the length of time in this class. If this is necessary it will be listed in the specific position description for that position. Applicants and employees in this job title may be required to submit to a drug screening test and background check. Applicants and employees in positions which perform job duties that may require contact with offenders in the custody or supervision of the Department of Corrections or with youth in the care, custody, or supervision of the Department of Juvenile Justice must meet qualifications pursuant to the federal Prison Rape Elimination Act, 28 C.F.R.115.17 and 115.317.

THE COMMONWEALTH OF KENTUCKY DOES NOT DISCRIMINATE ON THE BASIS OF RACE, COLOR, RELIGION, SEX, NATIONAL ORIGIN, SEXUAL ORIENTATION OR GENDER IDENTITY, ANCESTRY, AGE, DISABILITY, POLITICAL AFFILIATION, GENETIC INFORMATION OR VETERAN STATUS IN ACCORDANCE WITH STATE AND FEDERAL LAWS.